



HRLAD

Time and Leave Administration

Chapter 4 – Quota Overview

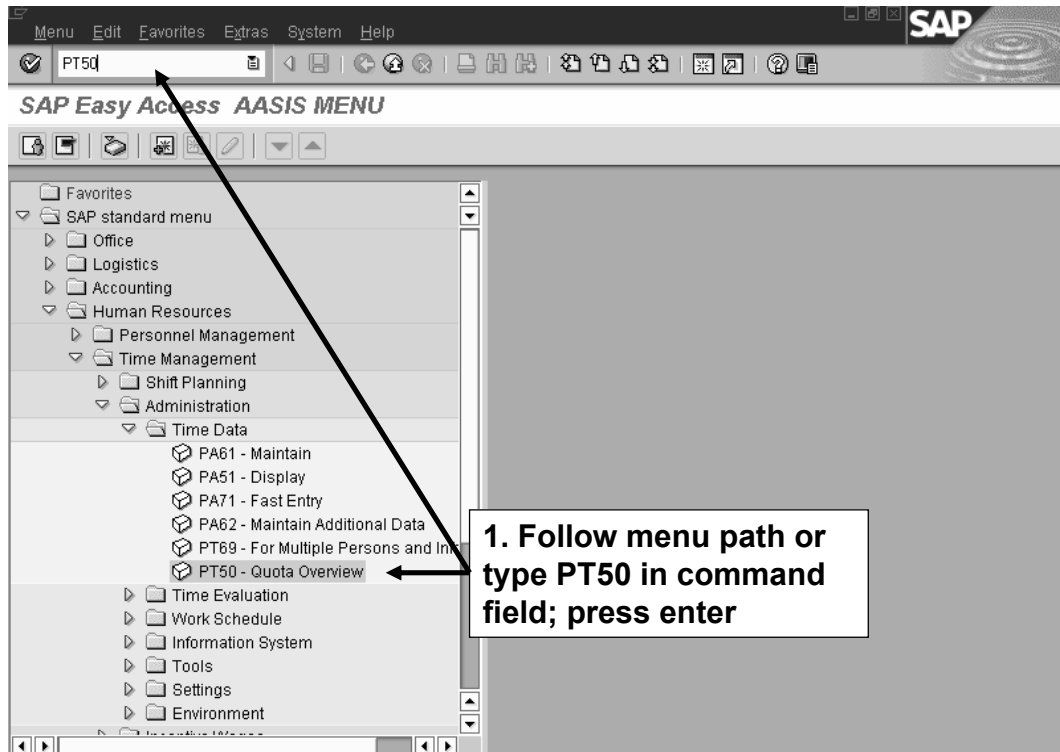
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PT50 - Quota Overview is a screen that summarizes the leave balances according to the leave type. You can view the entitlement, remaining, requested, and compensated hours for an employee. Entitlement is updated through the Time Evaluation run.

If an employee transfers from a non-participating agency with leave balances, time personnel will manually update those hours through a quota correction.

PT50 - Quota Overview



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Menu path:

**Human Resources > Time Management >
Administration > Time Data > Quota Overview**



PT50 - Quota Overview

2. Enter a personnel number; press enter

Note: These fields will default

3. When you select one of these buttons the Deduction, Validity, and Generation fields will be populated with the appropriate dates.

Quota type	Entitlement	Remaining	Unit
Absence Quotas	144.00000	120.00000	Hours

Selection intervals	
Deduction period	02/01/2004 - 02/29/2004
Validity period	02/01/2004 - 02/29/2004
Generation period	02/01/2004 - 02/29/2004

From today Current Period Calendar year All

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This view will show you the cumulated balance of all leave that the employee has for entitlement and remaining.

It is recommended to click the All button in order to view all Accrual information for the employee. You may have to use the scroll bar to view the All button depending upon your screen resolution.



PT50 - Quota Overview

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel No. 56

Name

Personnel

EE subgroup UE Employee WVS rule OPEN08 Open Sc...

Selection dates Absence Quotas Accrual information Attendance Quotas

Tot...	AbQuotaTyp	Quota text	Entitl.	Requested	Rem.	Compens.	Deduction from	Deduct
	01	Annual Leave	48.00000	16.00000	32.00000	0.00000		
	02	Sick Leave	48.00000	8.00000	40.00000	0.00000		

Selection intervals

Validity period 08/18/2003

Deduction period 08/18/2003

Note: These fields are defaulted.

Expand

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This view will give you a breakdown of each leave for the employee.

Note: Units will be in hours. When policy refers to a day, hours in a day will be based on the daily working hours which takes into consideration the percentage of employment.

Leave Entitlement is the accumulated balance of leave accrued plus any quota corrections.. **Leave Remaining** balance is entitlement hours that are available to the employee that may be taken off.

Leave Requested is requested hours shown in the Quota Overview that were taken off, such as annual leave.



PT50 - Quota Overview

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel No. 66
Name Kirsten Matthews
Personnel area FA04 DFA Cost Center 383225 SCI-FI
EE subgroup UE Employee WS rule OPEN08 Open Sc...

Selection dates Absence Quotas Accrual information Attendance Quotas

Tot...	AbQuotaTyp	Quota text	Entitl.	Requested	Rem.	Compens.	Deduction from	Deduct
	01	Annual Leave	48.00000	16.00000	32.00000	0.00000		
	02	Sick Leave	48.00000	8.00000	40.00000	0.00000		

Selection intervals

Validity period 08/18/2003 - 12/31/9999

Deduction period 08/18/2003 - 12/31/9999

Expand

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Leave Compensated column is updated when hours are paid out. The remaining leave balance is determined from the Entitlement minus Requested and Compensated hours.

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Quota Overview

Time evaluation | Projection | Time Management pool | Selection

Personnel No. 66
Name Kirsten Matthews
Personnel area FA04 DFA Cost Center 383225 SCI-FI
EE subgroup UE Employee WS rule OPEN08 Open Sc...

Selection dates | Absence Quotas | Accrual information | Attendance Quotas

Tot...	AbQuotaTyp	Quota text	Entitl.	Requested	Rem.	Compens.	Deduction from	Deduct
	01	Annual Leave	48.00000	16.00000	32.00000	0.00000		
	02	Sick Leave	48.00000	8.00000	40.00000	0.00000		

Selection intervals

Validity period 08/18/2003 - 12/31/9999

Deduction period 08/18/2003 - 12/31/9999

Expand

5. Click the expand button

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When you select the expand button, you will be able to view the validity of each individual quota.



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Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel No. 66
Name K1
Personnel area FA
EE subgroup UE Employee WS file OPEN08 Open Sc...

Note: These fields are defaulted.

Selection dates Absence Quotas Accrual information Attendance Quotas

Tot...	AbQuotaTyp	Rem.	Compens.	Deduction from	Deduction to	Valid From	End Date	D
	01	32.00000	0.00000					
		32.00000	0.00000	08/18/2003	12/31/9999	08/18/2003	12/31/9999	

Selection intervals

Validity period	08/18/2003 - 12/31/9999	
Deduction period	08/18/2003 - 12/31/9999	

6. Drag scroll bar

Collapse Entitlement Deduction Quota record

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Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel Name 383225 SCI-FI

Personnel EE subgroup UE Employee WS rule OPEN08 Open Sc...

Selection dates Absence Quotas **Accrual information** Attendance Quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
08/18/2003	01	Annual Leave	Hours	16.00000	0.00000	16.00000	
08/18/2003	02	Sick Leave	Hours	16.00000	0.00000	16.00000	
09/01/2003	05	Holiday Leave	Hours	8.00000	0.00000	8.00000	
09/15/2003	01	Annual Leave	Hours	4.00000	4.00000	0.00000	
09/15/2003	02	Sick Leave	Hours	4.00000	4.00000	0.00000	
09/30/2003	01	Annual Leave	Hours	4.00000	0.00000	8.00000	
09/30/2003	02	Sick Leave	Hours	4.00000	8.00000	8.00000	

Generation period 08/18/2003 - 12/31/2003

Correction

7. Choose the Accrual information tab.

Note: These fields are defaulted and show what the employee has accrued.

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The accrual information tab will give you a breakdown of when the employee's leave was generated (i.e. how many hours the employee accrued and date the leave was transferred to the employee's quota balance).

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Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel No. 56

Name Kirsten Matthews

Personnel area FA04 DFA Cost Center 383225 SCI-FI

EE subgroup UE Employee WS rule OPEN08 Open Sc...

Selection dates Absence Quotas Accrual information Attendance Quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
08/18/2003	01	Annual Leave	Hours	16.00000	0.00000	16.00000	
08/18/2003	02	Sick Leave	Hours	16.00000	0.00000	16.00000	
09/01/2003	05	Holiday Leave	Hours	8.00000	0.00000	8.00000	
09/15/2003	01	Annual Leave	Hours	4.00000	4.00000	0.00000	
09/15/2003	02	Sick Leave	Hours	4.00000	4.00000	0.00000	
09/30/2003	01	Annual Leave	Hours	4.00000	0.00000	8.00000	
09/30/2003	02	Sick Leave	Hours	4.00000	0.00000	8.00000	

Generation period 08/18/2003 - 12/31/9999

Correction

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The pencil icon indicates the quota was manually created and the create icon indicates it was generated by the system.



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Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel No. 66
Name Kirsten Matthews
Personnel area FA04 DFA Cost Center 383225
EE subgroup UE Employee WS rule OPEN08 Open Sc...

Note: This tab is not used by AASIS.

Selection dates Absence Quotas Accrual information Attendance Quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
10/15/2003	01	Annual Leave	Hours	4.00000	4.00000	0.00000	
10/15/2003	02	Sick Leave	Hours	4.00000	4.00000	0.00000	
10/31/2003	01	Annual Leave	Hours	4.00000	0.00000	8.00000	
10/31/2003	02	Sick Leave	Hours	4.00000	0.00000	8.00000	

Generation period 10/01/2003 - 10/31/2003

Correction

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You can view a specific time frame of accruals by adjusting the dates in the Generation period field.